

**SAMPLE**  
**Contract Change Order Memorandum – Eliminate Haunch**

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

Page 1 of 1

**CONTRACT CHANGE ORDER MEMORANDUM**

CEM-4903 (REV 04/06)

DATE

TO  <b>DEPUTY DISTRICT DIRECTOR</b>			File  E.A. _____ CO-RTE-PM _____ FED NO. _____	
From  <b>RESIDENT ENGINEER</b>				
CCO No.	Supplement No.	CCO Category Code:	Contingency Balance (including this change): \$ _____	
CCO Amount \$0.00 <span style="float: right;"><input type="checkbox"/> Increase <input type="checkbox"/> Decrease</span>			Headquarters Approval Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Supplemental Funds Provided \$ _____			Is this request in accordance with environmental documents? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Original Contract Working Day(s) _____	Time Adjustment This Change _____ Day(s)	Previously-Approved CCO Time Adjustments _____ Day(s)	Percentage Time Adjusted to Date (Including This change) _____ %	Total Number of Unreconciled Deferred-Time CCO's (Including this change) _____

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

Modify Standard Plan B3-1, "Retaining Wall Type 1 H=1200 through 9100 mm (H=4' through 30')"; B3-2, "Retaining Wall Type 1 H=9700 through 10 900 mm (H=32' through 36')"; detail "Stem width at base of haunch" of Standard Plan B3-8, "Retaining Wall Details No. 1" and applicable Standard Plan (s) for safety barrier in accordance with the Division of Construction memorandum CPD 06-7.

Eliminate the haunch at the wall stem, provide for a stem width of not less than the barrier width, and modify batter to accommodate thickened wall stem width. Negative batter on wall back face will not be allowed. And all retaining wall and barrier reinforcement will remain unchanged.

This change has been approved by Mr. Jason Dietz, FHWA, for projects that include federal funding. A copy of the statewide blanket prior approval for this change is attached.

There will be no cost or credit to the State because of this change. Contract time will not be adjusted because of this change.

CONCURRED BY:		ESTIMATE OF COST	
Construction Engineer/ Bridge Engineer	Date	This Request	Total To Date
		Items \$ —	\$
Project Engineer	Date	Force Account \$	\$
		Agreed Price \$(0.00)	\$(0.00)
Project Manager	Date	Adjustment \$	\$
		<b>Total</b> \$ (0.00)	\$(0.00)
FHWA Representative	Date	<b>FEDERAL PARTICIPATION</b>	
Jason Dietz (if federally funded)	08/02/06	<input checked="" type="checkbox"/> Participating <input type="checkbox"/> Participating in Part <input type="checkbox"/> None	
	Date	<input type="checkbox"/> Non-Participating(Maintenance) <input type="checkbox"/> Non-Participating	
Other (Specify)	Date	<b>FEDERAL SEGREGATION</b> (If more than one funding source or P.I.P. type)	
Roberto Lacalle, DES-SDS&EE	Date	<input type="checkbox"/> CCO Funded Per Contract <input type="checkbox"/> CCO Funded as Follows	
	Date	Federal Funding Source	Percent
Hq Or Dist. Prior Approval By	Date	_____	_____
		_____	_____
Resident Engineer Signature	Date	_____	_____
		_____	_____

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